**HOW TO REQUEST A TRANSFER TO ANOTHER DEGREE PROGRAM**

**TO THE MDIV PROGRAM**

The student must meet with:

• her or his faculty advisor to discuss the transfer

• the Assistant Dean for Assessment and Ministerial Studies to discuss enrolling in the assessment program

• the Director of Supervised Ministries to discuss supervised ministries requirements

• the Administrative Assistant of Financial Aid to discuss financial aid if applicable

• the Academic Dean to discuss the reasons for the request to transfer and to review the process.

The student then files an official request via email to the Academic Dean.

The Dean checks the student’s grade to make sure there are no flags (e.g., low grades, incompletes, etc.) and if all is well, authorizes the transfer.

The student should then meet with the Registrar to review remaining degree requirements.

There is a $75 fee for all program changes. Requests for a program change from first year students will not be considered until the student has completed a full semester of coursework (usually four 3 hour courses or the equivalent).

**TO MAR CONCENTRATION PROGRAM**

The student must meet with a faculty member in the area of concentration to discuss the transfer, the student’s interests, grades, anticipated coursework, etc.

If the faculty member recommends the request, and is willing to serve as the student’s adviser, the student may then file a request to transfer to an MAR concentration.

Requests to transfer to an MAR concentration are considered in February of each academic year.

Requests to transfer to an MAR concentration must be submitted to the Academic Dean’s Office via email no later than February 10, 2012. Requests received after February 10, 2012 will be considered in February 2013.

Requests must include:

• A statement of no more than 1 page explaining why you wish to make the transfer.

• A statement of support from a full time Yale Divinity School faculty member who teaches in the concentration. This statement of support should also include the faculty member’s agreement to serve as your faculty advisor if your request to transfer is approved.

The Dean checks the student’s grades to make sure there are no flags (low grades, incompletes, etc.) and includes this information with the transfer requests.

Applications will be collated and sent to the faculty in the concentration for vetting from February 11-21, 2012.

Students will be notified by February 27, 2012.

There is a $75 fee for all program changes.

**TO MAR COMPREHENSIVE PROGRAM**

The student must meet with a faculty member willing to serve as an adviser for the Comprehensive program.

The student then meets with the Academic Dean to discuss the reasons for the request to transfer and to review the process. The student then files an official request via email to the Academic Dean.

The Dean checks the student’s grades to make sure there are no flags (low grades, incompletes, etc) and if all is well, authorizes the transfer.

The student should then meet with the Registrar to review remaining degree requirements.

There is a $75 fee for all program changes. Requests for a program change from first year students will not be considered until the student has completed a full semester of coursework (usually four 3 hour courses or the equivalent).